

## **STAFF SERVICES MANAGER II**

### **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** Project work began July 2001, and was completed in October 2001.

**Collective Bargaining Identification:** S01

**Job Analysis Conducted By:** California State Personnel Board (SPB),  
Test Validation and Construction Unit (TV&C)

**Number of Incumbents:** There are 27 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated October 31, 2001.

**Names of the Subject Matter Expert(s) and their background:**

The preliminary list of Tasks and KSAs was developed the SPB, TV&C Unit. The lists were then reviewd by Subject Matter Experts (SMEs) from several state departments who participated in Staff Services Manager II job audits conducted by TV&C project staff members. Based on the information collected during these job audits a revised list of tasks and KSAs were then complied into the job analysis questionnaire. The questionnaire was then distributed to Staff Services Manger II incumbents and supervisors at the California Department of Corrections for input.

## **STAFF SERVICES MANAGER II INFORMATION GATHERING**

The initial list of task and knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- Previous job analysis reports from other state departments
- Classification series specification